

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD) Answer No

b. Cluster GS-11 to SES (PWD) Answer Yes

While the participation rate of PWD in the Cluster GS-11 to SES (8.50%) is below the goal (12.00%), there has been a steady increase in this participation rate since FY 2017 with 7.38% in FY 2017 and 7.70% in FY 2018.

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWTD) Answer No

b. Cluster GS-11 to SES (PWTD) Answer No

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	74	10	13.51	4	5.41
Grades GS-11 to SES	1369	125	9.13	43	3.14

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

The FCC Recruitment and Staffing Servicing Center incorporated information regarding special hiring authorities for PWD and PWTD into strategic recruitment discussions with hiring managers. Beginning, in FY 2020, the FCC Recruitment and Staffing Servicing Center will provide numerical goals to the hiring managers and/or recruiters.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTD	1	0	0	Rosalind Bailey Employment Opportunity Specialist
Architectural Barriers Act Compliance	1	0	0	John Zentner OMD, AMD-AO
Section 508 Compliance	1	0	0	Rebecca Lovely OCIO IT Section 508 Program Manager
Processing reasonable accommodation requests from applicants and employees	1	0	0	Kenneth Heredia Reasonable Accommodation Coordinator kenneth.heredia@fcc.gov
Answering questions from the public about hiring authorities that take disability into account	7	0	0	Lori Senft, Chief Staffing Service Center
Processing applications from PWD and PWTD	7	0	0	Lori Senft, Chief Recruitment and Staffing Center

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

In FY 2019, the agency engaged in training designed to increase the knowledge and skills among disability program staff. In this connection, key OWD staff attended the Federal Dispute Resolution Conference and received the following training to perform their duties: · Addressing Mental Disabilities in the Workplace How to Apply Both the Letter and the Spirit of the Law · Hitting the Refresh Button on Your Reasonable Accommodation Program · Taking A Positive Approach to Animal Accommodation Requests · Crucial Conversations: Tools for Talking When Stakes Are High · The Accommodations Managers Love to Hate: Leave, Telework and Reassignment as Reasonable Accommodations · Covert Processes Identifying and Addressing the Elephant in the Room · The Art and Science of Skillful Inquiry · Say What? Respectful Communication in the Workplace

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer Yes

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]		
Objective	Modify Reasonable Accommodation Policies and Procedures to further remove EEO Director from processing.		
Target Date	Jul 9, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	May 30, 2020		Complete review of policies of other agencies who have incorporated a review committee/council for Reasonable Accommodation requests.
	Dec 18, 2020		Coordinate recommended path forward with Office of Managing Director and Office of General Counsel.
	Feb 1, 2021		Submit recommendation to agency head for approval
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	EEOC approved Reasonable Accommodation Policy and Procedures.	
	2020	OWD initiated review of policies of other agencies who have incorporated a review committee/council for Reasonable Accommodation requests.	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

We open all external vacancy announcements to individuals with disabilities by accepting non-competitive, Schedule A (disability) candidates for consideration.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

The FCC Recruitment and Staffing Servicing Center incorporated information regarding special hiring authorities to recruit PWD and PWTD into strategic recruitment discussions with hiring managers. All external vacancy announcements are open to individuals with disabilities by accepting non-competitive, Schedule A (disability) candidates for consideration.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual’s application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

In our Job Opportunity Announcements (JOA), we include language informing applicants they can be considered under Schedule A.

In the JOA, we define what the requirements are for the position and what supporting documentation is required to support Schedule A eligibility. Schedule A applicants must still meet the specialized experience and best qualified category. Schedule A's are placed on a separate certificate for consideration.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

The FCC Recruitment and Staffing Servicing Center incorporated information regarding special hiring authorities to recruit PWD and PWTD into strategic recruitment discussions with hiring managers. The strategic recruitment discussions occur at the beginning of each hiring request.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The FCC Recruitment and Staffing Servicing Center sends our announcements to PWD organizations through career-connector, the FCC's hiring system. Also, our HR DVAAP Coordinator provided continuing education to hiring officials and others on such issues as: working with local vocational rehabilitation offices, partnering with non-governmental organizations who represent individuals with disabilities, partnering with post-secondary institutions, contacting Veterans Affairs and Veterans groups, and using databases and resources such as the OPM Shared List of People with Disabilities and the Workplace Recruitment Program.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer Yes

b. New Hires for Permanent Workforce (PWTD) Answer No

The participation rate of PWD at 9.88% is below the 12% goal. Accordingly, a trigger exists because there is a difference of more than 2%.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	2073	14.18	0.00	7.14	0.00
% of Qualified Applicants	1652	12.47	0.00	6.48	0.00
% of New Hires	58	8.62	0.00	5.17	0.00

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD) Answer Yes

b. New Hires for MCO (PWTD)

Answer Yes

a. The qualified applicant pool benchmark for the MCOs (PWD) follow: Economists 6.04%; Miscellaneous Administration and Program 5.04%, Management Program Analysis 3.85%, Engineers 4.02%; and Attorneys 7.70%. For all but Miscellaneous Administration and Program, 0.00% were selected. For Miscellaneous Administration and Program, the selection percentage was 12.50%. Accordingly, a trigger does not exist for the Miscellaneous Administration and Program MCO. However, as the difference is greater than 2.00% for the remaining MCOs, a trigger exists for the remaining MCOs. b. The qualified applicant pool benchmark for the MCOs (PWTD) follow: Economists 4.70%, Miscellaneous Administration and Program 1.44%, Management Program Analysis 3.85%, Engineers 2.51%, and Attorneys 4.00%. For all the MCOs, the selection percentage was 0.00%. Accordingly, triggers exist for Economists, Management Program Analysis, Engineers, and Attorneys as the difference is greater than 2.00%.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0110 ECONOMIST	6	16.67	0.00
0301 MISCELLANEOUS ADMINISTRATION AND PROGRAM	8	0.00	0.00
0303 MISCELLANEOUS CLERK AND ASSISTANT	0	0.00	0.00
0343 MANAGEMENT PROGRAM ANALYSIS	0	0.00	0.00
0855 ELECTRONICS ENGINEERING	10	20.00	20.00
0905 GENERAL ATTORNEY	34	5.88	2.94

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Qualified Applicants for MCO (PWD)

Answer Yes

b. Qualified Applicants for MCO (PWTD)

Answer Yes

a. The relevant applicant pool benchmark (PWD) for the Miscellaneous Administration and Program MCO is 6.67%. The qualified internal applicant percentage for the Miscellaneous Administration and Program MCO is 0.00%. Accordingly, a trigger exists for the Miscellaneous Administration and Program MCO as the difference is greater than 2.00%. No other MCO had a difference greater than 2.00%. b. The relevant applicant pool benchmark (PWTD) for the Miscellaneous Administration and Program MCO is 6.67%. The qualified internal applicant percentage for the Miscellaneous Administration and Program MCO is 0.00%. Accordingly, a trigger exists for the Miscellaneous Administration and Program MCO as the difference is greater than 2.00%. No other MCO had a difference greater than 2.00%.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD)

Answer Yes

b. Promotions for MCO (PWTD)

Answer No

a. The qualified applicant pool benchmark (PWD) for the Attorney MCO is 7.55%. The promotion percentage for the Attorney MCO is 0.00%. Accordingly, a trigger exists for the Attorney MCO as the difference is greater than 2.00%. No other MCO had a difference greater than 2.00%

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The FCC is committed to the philosophy that a strong federal workforce is an inclusive federal workforce – one that welcomes the skills and talents of all qualified individuals. In accordance with the language and spirit of the Rehabilitation Act of 1973, and two resulting Executive Orders, the FCC has used training programs to promote the advancement of employees with disabilities, by taking into account the specific needs of these individuals.

B. CAREER DEVELOPMENT OPPORTUNITES

1. Please describe the career development opportunities that the agency provides to its employees.

The Learning and Development Service Center assists staff with their training and professional development opportunities through: Providing both International Coaching Federation (ICF) certified coaching and certified CliftonStrengths coaching services to the agency with more than 400 employees receiving CliftonStrengths coaching services and more than 75 employees receiving ICF coaching services over the past three years. Continuing to deliver gold-standard learning and development (LD) classes, workshops and events with more than 45 instructor-facilitated LD events delivered during FY 2019. Codifying micro-learning and performance support events into the culture and mindset of the agency with monthly leadership book reviews, as well as relevant webinars and videos. These events have been conducted and attended with exuberance and fanfare. Continuing to provide organizational development services, e.g., group facilitation and team building events to support business-unit operations. Continuing to support Economics Speaker Series, which is designed to bring onsite, subject matter experts whose research, books, theories, and concepts are relevant to the agency’s mission. In FY 2019, 19 economists from industry and academe visited and presented to the FCC staff. Continuing to contract with the Practicing Law Institute (PLI) to provide access to a legal curriculum that provides FCC attorneys with Continuing Legal Education and developmental opportunities. Continuing to provide online curriculum from Skillsoft and Franklin-Covey to support leadership and employee development needs. Initiating a grassroots, strengths-based leadership and strengths-based development initiative using Gallup, Inc.’s research, best practices and their CliftonStrengths Assessment. Providing Accessible Formats of any training as requested as an accommodation by employees with disabilities. Tip Sheets on How to create Accessible Documents (Word) and How to create Accessible Email are available for employees. Formal presentation entitled “What is Section 508” will be hosted on LMS for employees to take (in development).

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						
Detail Programs						
Other Career Development Programs						

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer N/A
- b. Selections (PWD) Answer N/A

While the FCC provides career development opportunities to its employees (see response to Section IV.B.1 above), such opportunities are not along the lines of those programs identified or described in Section IV.B.2 above. Thus, the agency does not have responsive data for this question.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer N/A
- b. Selections (PWTD) Answer N/A

While the FCC provides career development opportunities to its employees (see response to Section IV.B.1 above), such opportunities are not along the lines of those programs identified or described in Section IV.B.2 above. Thus, the agency does not have responsive data for this question.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

- a. Awards, Bonuses, & Incentives (PWD) Answer Yes
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

The following triggers exist: For Time Off Awards < 9 hours, the PWD inclusion rate (IR) is 11.81%, while the persons without disabilities (PWOD) IR is 17.71%; Time Off Awards > 9 hours PWD IR is 12.60% while the PWOD IR is 22.46%; Cash Awards > \$500 PWD IR is 70.08% while the PWOD IR is 98.57%, and QSIs PWD IR is 1.57% while the PWOD IR is 4.14%. The differences are greater than 2% and thus indicate triggers. The following triggers exist: Time Off Awards < 9 hours PWTD IR is 15.22%, while the PWOD IR is 17.26%; Time Off Awards > 9 hours PWD IR is 15.22% while the PWOD IR is 21.80%; Cash Awards < \$500 PWD IR is 43.48% while the PWOD IR is 23.08%; and Cash Awards > \$500 PWD IR is 73.91% while the PWOD IR is 96.80%. The differences are greater than 2% and thus indicate triggers.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0	0.00	0.00	0.00	0.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$5000 or more: Average Amount	0	0.00	0.00	0.00	0.00

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance- based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD) Answer N/A

b. Other Types of Recognition (PWTD) Answer N/A

Unknown, data on other recognition programs such as awards for distinguished long-term career service or special individual/group achievement or excellence is not collected.

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

The qualified applicant pool benchmark (PWD) for GS-15 is 5.77%. The selection rate is 0.00%. Accordingly, a trigger exists for the GS-15 grade as the difference is greater than 2.00%.

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

c. Grade GS-14

i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

d. Grade GS-13

i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD)	Answer	N/A
b. New Hires to GS-15 (PWD)	Answer	N/A
c. New Hires to GS-14 (PWD)	Answer	N/A
d. New Hires to GS-13 (PWD)	Answer	N/A

The FCC plans to provide this information once coordination between the EEOC and the NFC and the NFC’s programming of the new data tables are completed. As the new data tables were not available for the FY 2019 report, the FCC is unable to provide this information.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD)	Answer	N/A
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b. New Hires to GS-15 (PWTD)	Answer	N/A
c. New Hires to GS-14 (PWTD)	Answer	N/A
d. New Hires to GS-13 (PWTD)	Answer	N/A

The FCC plans to provide this information once coordination between the EEOC and the NFC and the NFC's programming of the new data tables are completed. As the new data tables were not available for the FY 2019 report, the FCC is unable to provide this information.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A

b. Managers

i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A

c. Supervisors

i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A

The FCC plans to provide this information once coordination between the EEOC and the NFC and the NFC's programming of the new data tables are completed. As the new data tables were not available for the FY 2019 report, the FCC is unable to provide this information.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	N/A

b. Managers

i. Qualified Internal Applicants (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	N/A

c. Supervisors

i. Qualified Internal Applicants (PWTD)	Answer	N/A
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ii. Internal Selections (PWTD)

Answer N/A

The FCC plans to provide this information once coordination between the EEOC and the NFC and the NFC's programming of the new data tables are completed. As the new data tables were not available for the FY 2019 report, the FCC is unable to provide this information.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWD)

Answer N/A

b. New Hires for Managers (PWD)

Answer N/A

c. New Hires for Supervisors (PWD)

Answer N/A

The FCC plans to provide this information once coordination between the EEOC and the NFC and the NFC's programming of the new data tables are completed. As the new data tables were not available for the FY 2019 report, the FCC is unable to provide this information.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTD)

Answer N/A

b. New Hires for Managers (PWTD)

Answer N/A

c. New Hires for Supervisors (PWTD)

Answer N/A

The FCC plans to provide this information once coordination between the EEOC and the NFC and the NFC's programming of the new data tables are completed. As the new data tables were not available for the FY 2019 report, the FCC is unable to provide this information.

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer No

All permanent hiring decisions are made on a case by case basis.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWD)

Answer No

b.Involuntary Separations (PWD)

Answer No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

a.Voluntary Separations (PWTD)

Answer No

b.Involuntary Separations (PWTD)

Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A, no trigger exists.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.fcc.gov/accessibility/program>

2. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.fcc.gov/accessibility/program>

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

Developing metrics to monitor 508 Compliance on FCC applications and websites Continued partnership with AudioEye to ensure FCC.gov is fully accessible to the public Using AMP (Accessibility Management Platform) to test applications Implemented 508 into the software development lifecycle at start and building in requirements during development and testing to ensure compliancy Completed the Universal Service Administrative Company’s Section 508 Program implementation

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average processing time for reasonable accommodation requests for FY 2019 was 20 days; as compared to the 30-day time frame in the reasonable accommodation procedures. Based on the average, we are exceeding our targeted speed of disposal.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency’s reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

Adhering to the completion of reasonable accommodation requests within a 30-day timeframe allows individuals with time sensitive requests to receive the assistance they need to be effective and productive as employees in the workplace. Moreover, through the tracking of reasonable accommodation requests, we’ve been able to effectively update the status of each request and this coordination helps limit the processing time.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

PAS policies and procedures were implemented in FY 2019. Thus far, no PAS requests have been received.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B8					
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Workforce Participation Rate of Persons with Disabilities Less than 12%					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities					
Barrier Analysis Process Completed?:	N					
Barrier(s) Identified?:	N					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice			
	Barrier Analysis in process		n/a			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Acting Director, Office of Workplace Diversity		D'wana R. Terry		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
10/30/2021	Explore implementation of promising practices to enhance recruitment strategies			Yes		
12/30/2021	Develop recommendations for promising practices and additional targeted recruitment and engagement strategies Yes			Yes		
01/31/2022	Initiate Re-Survey Workforce on Disability Status Campaign			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2020	<ul style="list-style-type: none"> • OWD became active member of FEED • OWD and FCC HR pursued opportunities for increased engagement with WRP

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

n/a

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

n/a

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

n/a